

Northern Territory Working Women's Centre Committee of Management – AGENDA: SPECIAL INDUCTION MEETING

Meeting Date 16 February 2015
Location NT Working Women's Centre
Time 5.20 for 5.30pm
Members
Staff
Apologies
Non-attendance

Chair
Minutes
Meeting opened

Agenda Item	Assigned
Item 1 - Attendance & welcome to new members, COM meetings confidential	EW
Item 1a - Declaration of conflicts of interest	EW
Item 2 – Apologies	EW
Item 2a – Non Attendance	EW
INDUCTION MEETING	
Special item – Round robin intro of all members	
Special item – background to NTWWC (funding, history, staff)	RU
Special item – background to COM role (constitution, charter, code of ethics)	EW, NW
Special item – background to COM meetings and strategic plan	GNH
Special item – background to Budget and reading financial reports	AD
REGULAR MEETING – URGENT ITEMS ONLY	
Item 3 - Minutes of previous meeting Moved: Seconded:	EW
Item 4 - Open Actions – <i>postponed till next meeting</i>	
Item 5 - Out of session e decisions	EW
Item 6 - Treasurer's Report – <i>postponed till next meeting</i>	
Item 7 - Risk and Audit Sub-committee report - <i>postponed till next meeting</i>	
Item 8A – EBA Sub-committee report	EW
Item 9 - Co-ordinators' report	ADav & RU
Item 10 – 20 minute Strategic Plan focus discussion - <i>postponed till next meeting</i>	
Item 11 – Choose strategic plan focus for next month's meeting	All

Item 12 – New memberships – <i>endorse online members</i>	EW
Item 13 - Other business	
13.1 COM recruitment	EW
13.2 Vacant Vice Chair and Treasurer positions	EW
Item 14 – Next meeting	

Meeting Closed

Strategic Plan
(Please Do Not Remove)

1. Collaboration and Stakeholder Engagement

1.1 To build and maintain strategic relationships with politicians, bureaucrats, unions and the community to help us achieve our vision

1.2 To build and maintain our reputation as industry leaders advocating for the rights of women at work and for workplace cultural change

2. Community Education

2.1 To establish and implement a clear community education framework

3. Funding

3.1 To ensure ongoing financial sustainability and viability of the NTWWC

4. Cultural Accessibility

4.1 To ensure the NTWWC is accessible and culturally appropriate for Aboriginal and Torres Strait Islander women and caters for Aboriginal and Torres Strait Islander women's needs

4.2 To ensure the NTWWC is accessible and culturally appropriate for Culturally and Linguistically Diverse women and caters for Culturally and Linguistically Diverse women's needs

5. Regional and Remote Work

5.1 To explore opportunities for increasing awareness of and accessibility to the NTWWC in remote communities

6 Staff

6.1 To maintain the status of the NTWWC as a model employer and workplace

6.2 To maximise and maintain our capacity and competency

7 Governance

7.1 A well-functioning, enthusiastic and supported COM.

7.2 Effective compliant and transparent risk management.

7.3 Up to date policies and procedures are in place and adhered to.